

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, May 20, 2014 at 9:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

**HR COMMITTEE MEMBERS PRESENT: Marsik, Duchac, Frohling, and Schmidt.**

**MEMBER EXCUSED: Greshay**

**ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; Angela Zilliox, Human Resources Specialist; James Mielke, Dodge County Administrator; Mark Bobholz, Custodian II.**

**Meeting called to order by Marsik at 9:00 a.m.**

Roll call was taken. All members present with the exception of Greshay who was excused.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Frohling to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Schmidt. Motion carried.

Marsik asked if anyone present had any public comments. None were heard.

Motion by Duchac to approve the minutes of the May 6, 2014 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling. Motion carried.

Eske gave the Committee an update on the Kronos Project and answered questions from the Committee members. The Committee requested that all County Board members receive a summary of the Kronos Project. Eske will work with the Core Project Team regarding this.

Eske presented a request to donate sick time to an employee in the Human Services and Health Department who will be out of work due to her own serious health condition.

Motion by Frohling to approve the request under the established guidelines and by doing so does not create a practice or precedent. Second by Duchac. Motion carried.

Rains distributed a revised draft, Request for Proposal (RFP) regarding health insurance consulting services. A discussion followed. Rains went through the changes made to the document since it was first presented to the Committee. He will be asking Corporation Counsel to review the document prior to releasing the RFP. Rains indicated that he anticipates releasing the RFP on May 26, 2014. The Committee discussed the document and timelines.

Motion by Schmidt to approve the RFP with the inclusion of any modifications made after consulting with the Corporation Counsel's Office. Second by Frohling. Motion carried.

Mielke informed the Committee that he had further discussions with the Weight Watchers representative and that he received further clarification regarding the requirements. He stated that the representative requested the names of 15 employees who would be willing to participate. Mielke indicated that with this Committee's permission he would like to pass this on to the Wellness Committee and have the group follow up with Weight Watchers. It was the consensus of the Committee to pass this on to the Wellness Committee for follow up.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of all Personnel Requisitions.

Motion by Frohling to approve the Personnel Requisitions as presented. Second by Duchac. Motion carried.

One (1) Meal Site Manager-Fox Lake, Horicon, Lowell-Part Time, less than 20 hours per week, Human Services & Health Department

One (1) Receptionist II – Human Services & Health – Part Time, greater than 20 hours per week, Human Services & Health Department

One (1) Custodian II – Full Time, Physical Facilities Department

Leaves of Absence: None.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: None. STEP INCREASE – UNION: None. NEW HIRE: William Foley, Appointed Official, County Board at \$50.00/Meeting, Pay Grade CBN01, Step 01<sup>ST</sup> effective 04-15-14; Tracy Scheffler, Appointed Official, County Board at \$50.00/Meeting, Pay Grade CBN01, Step 01<sup>ST</sup> effective 04-15-14. RE-HIRE: None. LIMITED TERM/SEASONAL: Dan G. Herzberg, Seasonal Trail Caretaker, Land Resources & Parks Department at \$10.61, Pay Grade MSC06, Step 01<sup>ST</sup> effective 05-05-14. RECLASSIFICATION: Karen J. Ferstl, Home & Financial Advisor II, Human Services & Health Department at \$16.66, Pay Grade DC04, Step ST01 effective 05-01-14. STEP INCREASE: Cayla E. Her, Victim Witness Coordinator, District Attorney Department at \$21.10, Pay Grade DC06, Step ST02 effective 04-17-14; Julie A. Kolp, Finance Director, Finance Department at \$41.89, Pay Grade DC15, Step ST02 effective 07-08-14; Cynthia K. Abel, Economic Support Specialist Lead, Human Services & Health Department at \$21.10, Pay Grade DC06, Step ST02 effective 07-15-14; Lisa A. Hoffman, Economic Support Specialist II, Human Services & Health Department at \$19.12, Pay Grade DC05, Step ST02 effective 07-09-14; Reinhard T. Kufalk, Human Services Supervisor-Clinic/Family, Human Services & Health Department at \$34.66, Pay Grade DC10, Step S09B effective 07-01-14; Lori B. Lange, RN Public Health, Human Services & Health Department at \$30.97, Pay Grade DC08, Step S11A effective 06-19-14; Kelly J. Phelps, Social Worker II, Human Services & Health Department at \$23.08, Pay Grade DC07, Step ST02 effective 06-27-14; Drumm, Brian P., Lieutenant Sheriff's Department-Detective Division at \$31.43, Pay Grade DC10, Step ST05 effective 07-13-14; Samantha L. Laughlin, Jail Supervisor, Sheriff's Department – Jail Division at \$28.39, Pay Grade CD08, Step S07A effective 07-07-14; Ann L. Hammann, Chief Deputy Treasurer, Treasurer's Department at \$20.18, Pay Grade DC05, Step ST04 effective 07-01-14; Mark H. Grams, Veterans Service Officer, Veterans Services Department at \$30.63, Pay Grade DC10, Step ST04 effective 05-20-14. NON-SCHEDULED INCREASE: None.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

**HR Director's Report:**

- a) Disciplinary Actions: Rains informed the Committee that a Correctional Officer was given the opportunity to resign voluntarily from his position prior to the Sheriff filing charges for termination with the Civil Service Committee. Rains indicated the employee chose to resign voluntarily.
- b) Grievances and Arbitrations: Rains informed the Committee that the Szopinski hearing will be held on June 10, 2014. He stated that he is still waiting to hear from the individual who will be acting as a representative for Wallintin, as to whether the other dates in June given by the IHO will work or not.
- c) Update regarding Burden ERD Case: Rains informed the Committee that the Equal Right Division found no probable cause that Dodge County discriminated against Burden. Rains informed the Committee that he has received word that her Attorney filed an appeal and that there will be a probable cause hearing in this case.

**Future Agenda Items:**

Schmidt inquired about whether Dodge County had ever conducted an employee survey. The Committee discussed the issue, but took no action to add this as a future agenda item.

Marsik stated that a County Board member asked to solicit information from other counties regarding fraternization policies and then present the information to the Committee.

Fraternization Policy

Budget Recommendation re: Health and Dental Premiums for 2015

Budget Recommendation re: 2015 Compensation Plan

RFP for Insurance Consulting Services

Selection of Committee to review RFP responses

**Future Meeting Dates and Times:**

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are: **June 3, 2014 and June 17, 2014 at 9:00 a.m.** in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 10:05 a.m.

  
Secretary

  
Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.